



**General Instructions
for Completing the Original Entry
Application for Employment**

**Applications Accepted
8 a.m. to 5 p.m. M-F,
through the last day of
the filing period.**

Human Resources Department

Please refer to the following instructions to complete the employment application. Read the Job Specifications and Job Posting information before completing this application. Failure to complete the application properly may **result in your disqualification** for this position. If you knowingly falsify information **you may be disqualified from all exams for two years.**

Block 1: CERTIFICATION: Read and provide signature to certify all statements are correct to the best of your knowledge. **If e-mailing an application to The City of El Paso**, enter date, name, and check box for electronic signature and e-mail application and all necessary documents to the following email address only: epapplications@elpasotexas.gov.

Block 2: POSITION FOR WHICH APPLYING: Ensure that the **job title and job code** of the position for which you are applying is in the space provided. (Job code is found next to the title on the Job posting and Job Specification). Each position requires a separate application.

Block 3: NAME and SOCIAL SECURITY NUMBER: Provide legal name, and a copy of your valid Social Security card. Provide driver's license information indicated only if position you are applying for requires driving.

Block 4: CONTACT INFORMATION: Please provide your mailing address, and a phone number where you can be reached between 8 a.m. and 5 p.m., Monday – Friday. **E-MAIL ADDRESS** (optional)

Block 5: EDUCATION: Indicate the highest grade you completed. Check high school diploma or G.E.D. In addition, **list any Vocational, Business or Trade Schools** attended and indicate if a diploma or certificate was awarded. Also list the total hours and months completed and the course of study. **List any College or University** attended and include number of Semesters or Quarter Hours completed. Additionally, include Major/Minor and type of degree and date received. Attach copies of high school diploma, G.E.D., Business or Trade School Certificates and/or Diplomas, College Transcripts as required by the minimum qualifications. **Education cannot be credited without copies of supporting documents.** You will be required to show an official diploma or transcript at the time of hire.

Block 6: EMPLOYMENT RECORD (Page 2 and 3): It is important to remember that **only the positions you list** on your application and resume can be reviewed and evaluated to see if you meet the minimum qualifications. List your current or most recent position, and all other positions from most recent to latest describing all positions/jobs held that you believe would qualify you for this position including volunteer, part-time, temporary, and self-employment. **Resumes can be substituted for Block 6 only.** However, the resume **MUST** be formatted to contain all the information requested in **Block 6**. You **may** list your entire work history. Please explain all periods of unemployment exceeding 90 days. Be sure to include the dates of employment (include month/year) and **HOURS WORKED PER WEEK**. Describe your job duties for each position in detail. Be specific.

NOTE: If work experience from one employer includes several types of duties and only some are related to the position for which you are applying, then list the number of hours per week that you performed each activity. For example, 10 hours driving, 15 hours mechanical repair, 2 hours welding, and 13 hours machinery operation (equaling the total hours worked per week). Use a separate line for each duty. If you do not include this information, we cannot pro-rate your experience and you will not be given any credit for additional duties. **ADDITIONAL NOTE:** Self-employment must be documented by a business license or tax records to verify work experience. If you do not provide such documentation, the experience will be considered unpaid, unsupervised experience. "Volunteer" experience should be listed as an employment with a salary of \$0. A maximum of three months experience per year will be awarded for unpaid, unsupervised job-related experience and voluntary experience. **No new positions can be added to your employment history after the filing period closes.**

Block 7: RECRUITING INFORMATION: How did you learn about this job?

Block 8: QUESTIONS Check the appropriate box in the space provided. For questions 4-9 "Yes" must be explained in the remarks section

NOTE: Qualified Applicants must report to the testing area or room on time. Late applicants will not be admitted to take exam. Applicants **must submit a copy** of their driver's license if the position they are applying for requires driving.

TO ORIGINAL APPLICANTS FOR EMPLOYMENT WITH CITY OF EL PASO

IMPORTANT: You must provide copies of documents supporting your claim of education or experience as required by the position for which you are applying. For instance, if a position requires a High School Diploma and a Driver's License, you must provide copies of those documents with the application.

If you served in the military, you must provide a copy of your DD 214, Member – 4 if you wish to receive Veteran's points.

LISTS OF ACCEPTABLE DOCUMENTS REQUESTED AT TIME OF HIRE

(You will need either 1 Document from List A **or** 1 Document from List B **plus** 1 Document from List C)

List A		List B		List C
Documents that establish Both Identity and Employment Eligibility	OR	Documents that Establish Identity	AND	Documents that Establish Employment Eligibility
1. U.S. Passport (Un-expired or expired)		1. Driver's License or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address		1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)		2. ID Card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)		3. School ID card with a photograph		3. Original or Certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Un-expired foreign passport, with I-551 stamp or attached Form I-94 indicating un-expired employment authorization		4. Voter's registration card		4. Native American tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with Photograph (<i>Form I-151 or I-551</i>)		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (<i>Form I-197</i>)
6. Un-expired Temporary Resident Card (<i>Form I-688</i>)		6. Military dependent's card		6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
7. Un-expired Employment Authorization Card (<i>Form I-688A</i>)		7. U.S. Coast Guard Merchant Mariner Card		7. Un-expired Employment Authorization document issued by the DHS (other than those listed under List A)
8. Un-expired Reentry Permit (<i>Form I-327</i>)		8. Native American tribal document		
9. Un-expired Refugee Travel Document (<i>Form I-571</i>)		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
10. Un-expired Employment Authorization Document issued by DHS which contains a photograph (<i>Form I-688B</i>)		10. School Record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Please Note: YOU MUST PRESENT ORIGINAL DOCUMENTS